

M O I L L I M I T E D
(A GOVT. UNDERTAKING)
MOIL BHAWAN, 1-A KATOL ROAD
NAGPUR-13

REQUIRES

- I. **Sr.Dy.General Manager(Finance)** - 2 posts (Gen) for H.O.
(1 post reserved for phy.handicapped)
1. **Qualification**
- i) Graduates who have passed the final exam. of CA/ICWA OR MBA with spln. in Fin.from a recog.Univ./Instt.
- ii) 18 yrs. exp. in Mgrl. Line in the Fin.Deptt. of an Orgn. dealing with all aspects of Fin.Mgmt. including Bank Financing, Accounting, Costing, Budgetary Control, prep. of Final accounts, Project Financing, Corporate Taxation etc. of which 12 yrs. should be in Sr.Mgrl.line pref. as HOD.
- iii) Age below 50 years.
2. Scale of pay : Rs.36600-62000/-(E-06) -The CTC would be around Rs.14 lakhs at minimum basic.
In addition to the salary, the above posts carry other fringe benefits like Contributory Provident Fund, Insurance linked Gratuity, free Medical attention, LTC etc. as per the Rules of the Company.
- II. **Dy.General Manager(Finance)** - 2 posts (Gen) for H.O.
(1 post reserved for phy.handicapped)
1. **Qualification**
- i) Graduates who have passed the final exam. of CA/ICWA OR MBA with spln. in Fin.from a recog.Univ./Instt.
- ii) 15 yrs. exp. in Mgrl. Line in the Fin.Deptt. of an Orgn. dealing with all aspects of Fin.Mgmt. including Bank Financing, Accounting, Costing, Budgetary Control, prep. of Final accounts, Project Financing, Corporate Taxation etc. of which 8 yrs. should be in Sr.Mgrl.line.
- iii) Age below 50 years.
2. Scale of pay : Rs.32900-58000/-(E-05) -The CTC would be around Rs.13 lakhs at minimum basic.
In addition to the salary, the above posts carry other fringe benefits like Contributory Provident Fund, Insurance linked Gratuity, free Medical attention, LTC etc. as per the Rules of the Company.
- III. **Sr.Manager(Finance)** -1 Post (1 ST) (Backlog vacancy) for Mines
Qualification
- i) Graduates who have passed the final exam. of CA/ICWA OR
- ii) MBA with spln. in Fin. from a recog.Univ./Instt. OR
- iii) Graduates with SAS(Commercial) of C&AG of India
- iv) 6 yrs. exp. in Mgrl. Line in the Fin.Deptt. of an Orgn. dealing with all aspects of Fin.Mgmt., including Bank Financing, Accounting Costing, Budgetary control, prep. of Final accounts, Project Financing, Corporate Taxation etc.
- v) Age below 35 years (can be relaxed under Govt. guidelines)
- vi). Scale of pay Rs.20600-46500/- (E-2) –The CTC would be around Rs.7.84 lakhs at minimum basic.
In addition to the salary, the above posts carry other fringe benefits like Contributory Provident Fund, Insurance linked Gratuity, free Medical attention, LTC etc. as per the Rules of the Company.
- IV. **Manager(Finance)** – 2 Posts (1 SC & 1 ST) (Backlog vacancy) for Mines
Qualification
- i) Graduates who have passed the final exam. of CA/ICWA with 3 yrs. exp. in Managerial line in the Fin. Deptt. of an Orgn. OR
- ii) MBA with spln. in Fin. from a recog.Univ./Instt. with 3 yrs. exp. in Managerial line in the Fin.Deptt. of an Orgn. OR
- iii) Graduates with SAS(Commercial) of C&AG of India with 3 yrs.exp. in Managerial line in Fin.Deptt. of an Orgn.
- iv) Age below 30 years(can be relaxed under Govt. Guidelines)
- v). Scale of pay Rs.16400-40500/- (E-1) –The CTC would be around Rs.5.16 lakhs at minimum basic.

In addition to the salary, the above posts carry other fringe benefits like Contributory Provident Fund, Insurance linked Gratuity, free Medical attention, LTC etc. as per the Rules of the Company.

- V. **Chief(Personnel)** - 4 Posts (3 Gen & 1 OBC) for Mines
(1 post reserved for phy.handicapped)

Qualification

- i) Post Graduate Degree in Social Work with specialization in Labour Welfare, Personal Management and Industrial Relations OR
- ii) PG Degree/ Diploma (2 Yrs. Duration) in IR&PM/MLS from the recognized University/Institute OR
- iii) MBA with specialization in Personnel Management/HR/HRD from recognized University/Institute.
- iv) Pref. will be given to Law Graduates
- v) 14 yrs. exp. in Per/Adm.Deptt. in an Orgn. in a senior capacity, of which 3 yrs. should be in Managerial line.
- vi) Should have good knowledge of handling I.Ds, Court & Conciliation cases, conducting negotiations with Trade Unions, conducting Deptt. enquiries evolving Personnel/Indl.Relations Policies, Welfare Schemes and all other related functions of HRD.
- vii). Age below 45 years (can be relaxed under Govt. guidelines)
- viii). Scale of pay Rs.29100-54500/-(E-4) –The CTC would be around Rs.8.20 lakhs at minimum basic.

- VI. **Manager(Materials)** - 1 Post (SC) (Backlog vacancy) for Mines

Qualification

- i) Graduate from a recog.Univ./Instt. preferably in Engg.Discipline.
- ii) MBA
- iii) 5 yrs. exp. in the Stores/Purchase Deptt. in sup.cap. of which 2 yrs. should be in Mgrl. line.
- iv) Age below 30 years (can be relaxed under Govt. guidelines)
- v). Scale of pay Rs.16400-40500/- (E-1) –The CTC would be around Rs.5.16 lakhs at minimum basic.

In addition to the salary, the above posts carry other fringe benefits like Contributory Provident Fund, Insurance linked Gratuity, free Medical attention, LTC etc. as per the Rules of the Company.

- VII. **Graduate Trainee(Mining)** – 2 posts (2 OBC) for Mines

i) Qualification:

Degree in Mining Engineering

- ii) Age limit : Below 30 years (Relaxable under Govt.guidelines)

The selected candidates will be on training for a period of one year during which period they will be paid an all inclusive stipend of Rs.16400/- per month. They have to execute a Bond for serving the Company atleast for 3 years. On successful completion of the training, they may be absorbed as Managers in the respective discipline in the scale of pay of Rs.16400-3%-40500/- (IDA pattern).

Desirous candidates may send their applications superscribing on the envelope 'Application for the post of for the above posts, to the undersigned, along with detailed bio-data(proforma can be down loaded from our website www.moil.nic.in) and attested copies of Certificates and testimonials along with Demand draft for Rs.500/- for the posts mentioned at Sr.No.1, II & V and for other posts Demand draft for 100/- (not required for SC/ST candidates) drawn in favour of MOIL Limited, Nagpur by 31.12.12.

Candidates appearing for interview for the posts serialled at I, II & V will be paid to and fro railway fare of AC-II and for other posts AC-III or bus fare (if trains not available) for single person only (on producing proof).

General Conditions

1. Only Indian Nationals need to apply. Mere submission of application will not entail right for claiming Appointment.
2. For the above posts, Age, qualification and experience would be as on last date of submission of applications.
3. In support of age proof, candidates will have to submit T.C./ Matriculation/ Secondary Board level certificates.
4. In support of percentage of marks and experience, candidates will have to enclose attested copies by Gazetted Officer along with application.
5. Candidates from Govt.Depts./PSUs must forward their applications through proper channel or they should produce NOC at the time of interview otherwise

- they will be treated to have agreed to forgo the benefits of carry forward of gratuity, leave salary and any future benefit for past service etc.
6. Candidature will be liable for cancellation for the post applied and/or removal from the services of the Company after joining, if at any stage it is found that information furnished in the application is misleading/incomplete/false. The candidates are advised to give specific/correct/full information and attach proof thereof by way of attested photocopies of the original documents/certificates etc. Before making application, candidate must ensure that the minimum criteria laid down for the posts are fulfilled.
 7. The upper age limit indicated is for general category of candidates. Age relaxation for SC/ST/OBC/ physically challenged candidates (with not less than 40% disability (OA/OL/OAL/B/LV/HH) should produce certificate from the Competent medical Authorities) will be as per Government guidelines in this regard. Age relaxation for ex-serviceman will be service rendered in the Armed forces plus 03 years. Upper age limit not applicable in case of Departmental candidates, having at least three years balance service.
 8. SC/ST candidates should produce caste certificate issued from the Competent Authorities.
 9. OBC candidates applying for post reserved for OBC should not belong to 'Creamy Layer' and shall produce certificate from the Competent Authorities.
 10. Relaxation of standard in selection against reserved vacancies – if sufficient number of reserved category persons are not available on the basis of laid down general standards, the general standards could be relaxed suitably to fill up the reserved posts.
 11. Mere fulfilling the minimum requirement will not vest any right for selection test/interview. In case of overwhelming response, the Company reserves the right to shortlist the candidates by fixing revised eligibility criteria.
 12. The Management will not take any responsibility for any delay in receipt or loss in postal transit for any application or communication.
 13. In order to regulate the number of candidates to be called for the test and/or interview, if so required, the Management reserves the right to raise the minimum eligibility standards/criteria OR to relax the minimum eligibility standards/criteria including age limit in otherwise suitable candidates depending upon the response to the advertised posts.
 14. Mere fulfilling of essential qualifications would not entitle an applicant to be called for skill test/written test/viva/voce/interview. The Company may make a preliminary selection on the basis of academic records, percentage of marks etc.
 15. Depending on the requirements, the Company reserves the right to cancel/curtail/increase the number of posts without any further notice and without assigning any reason thereof.
 16. In case of non-suitability of candidates for the post applied for, the Company at its discretion can offer a suitable post in the lower level.
 17. Age & period of experience can be relaxed in deserving cases.
 18. Canvassing in any form will disqualify the candidates from the candidature of the post.
 19. Departmental candidates who fulfill the above criteria can also apply for the above posts. No age bar for them.
 20. Kindly ensure that all certificates/documents submitted by you are neatly stapled/tied together and the photograph properly affixed in the space provided.
 21. Corrigenda/Amendments, if any, will be notified only on the above Website i.e. www.moil.nic.in and will not be published in any other media.

Commencement of submission of applications : 5.12.12
Closing of receipt of applications : 31.12.12

Sr.Dy.General Manager(Per)
Recruitment Cell